



Finance Officer

Salary / grade range	Grade C3, SCP 19-22, £29,777 to £31,364 (Pay award pending)
Hours	37 hours per week, All Year round
Location	Co-op Academy Priesthorpe
Reports to	Finance Manager

Purpose of role:

To assist with accurate, efficient and effective support to the Finance Manager for the development and operation of the finance function of the Academy.

Responsible for the smooth running of the Accounts payable function. Working in a small team, the role requires a pro-active, experienced individual to take on all aspects of an Accounts Payable role and add value. The individual will be required to complete all related tasks including Account maintenance, data entry, query resolution, statement reconciliations, payment reviews and business reporting.

Key accountabilities (and specific duties / responsibilities):

- Input of standing information to the Trust's Finance system (suppliers, debtors) in accordance with financial procedures.
- Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales.
- Processing of invoices, checking to Purchase Orders and goods received notes, ensuring appropriate authorisation and ready for payment.
- Responsibility for a student coaching group, managing Coaching sessions three times per week.
- Manage the relationship with the third-party Canteen provider, including regular meetings and monitoring compliance with the Service level agreement.
- Manage the financial element of the Parentpay system, including resolving access issues, creating payment items, producing payment reports and managing parental/student queries. Monitor debtor balances and minimise debtor write offs, by prompt chasing emails and communicating with Year managers.
- Work with student groups, regarding canteen services, obtaining student feedback and



action improvement initiatives, where applicable.

- Purchase goods and services on the school multipay card in accordance with financial regulations
- Investigating and resolving supplier invoices under query, arranging returns and ensuring that refunds or credit notes are received.
- Ensure suppliers are paid in a timely manner, and processing of direct debit invoices.
- Review the aged creditors listing each month and follow up on outstanding payments
- Use the computerised finance system effectively e.g. Civica, ensuring that working knowledge of the system is updated regularly.
- Raising of Sales Invoices from appropriate documentation, printing and checking for accuracy before distributing to debtors, and chasing Debtor payments.
- Assist with month end procedures including bank and other reconciliations and posting of journals as required.
- Manage the production of regular budget reports to a group of budget holders and monitor/meet with budget holders regularly throughout the year.
- Assist the Finance Manager in the input of payroll information as necessary and the resolution of staff payroll queries
- Carrying out an initial review of payroll adjustments for accuracy and completeness, prior to review and sign-off by the Finance Manager.
- Maintain an accurate filing system suitable for audit purposes and assist the Finance manager in the preparation of records for the annual financial Audit
- To process and accurately record petty cash claims
- Dealing with queries from suppliers (including statements), debtors, budget holders and other Academy staff.
- To operate flexibly and, in particular, to assist at peak times with budget preparation and SCA submissions.
- Contribute to an ongoing effort for improvement within all areas of finance, but especially purchasing & invoice processing.
- Ensure confidential, tactful and secure management of sensitive information.

Other

- The postholder will be subject to performance objectives, which will be agreed and reviewed annually.
- The postholder is expected to undertake personal development to improve own practice.
- The postholder is expected to carry out such other duties as may reasonably be assigned by the Principal.



- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this post is expected to work within the policies, ethos and aims of the Academy. The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

Safeguarding

“The Co-operative Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf”.

Health & Safety Responsibilities

All employees have the responsibility:

- I. To comply with safety rules and procedure laid down in their area of activity
- II. To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- III. To use protective clothing or equipment as may be provided
- IV. To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- V. To co-operate with the Principal in the fulfilment of the objectives of the Academy’s Health and Safety policies

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as ‘desirable’	How measured, e.g. application form (A), interview (I) test (T) reference (R)
Qualifications		



<ul style="list-style-type: none"> • Good level of numeracy & literacy (GCSE English & Maths) • AAT Level 3 (or equivalent) 		<p>A</p> <p>A</p>
<p>Experience</p> <ul style="list-style-type: none"> • Previous experience working in finance including Accounts payable function • An understanding of finance procedures • Working in a school 	<p>Desirable</p> <p>Desirable</p>	<p>A / I / R</p> <p>A / I / R</p> <p>A / I / R</p>
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • Good communication skills • Good numeric skills • Solid computer and organisational skills including Excel and Google sheets • Attention to detail • Self-motivation and solution focussed 		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Flexible approach to working times whilst remaining punctual and reliable • Willingness to learn and develop new skills and attend training where needed • Good Telephone Manner • Motivation to work with children and young people • Able to work under pressure and a determination to succeed • Confident • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours • Attitudes to use of authority and maintaining discipline 		<p>I</p> <p>A/I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate childrens and/or



Academies Trust

adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.